

Lesson 5

Attorney Online Manual

Directions *Answer the following questions using short answers. When you are finished, save a copy of the file to your computer. You will need to access this saved copy again for Lesson 6 - Combining PDF Pages.*

NOTE: *All references to hyperlinks made on this page refer to the **CM/ECF Attorney Online Manual**.*

➡ Click on the **Notice of Automatic Stay** hyperlink.

1. What is the document event for this procedure?

➡ Click on the **Back** button, then click on the **Notices and Hearings** hyperlink.

2. What types of documents would be filed under this category?

3. How would you categorize these documents?

➡ Click on the **Back** button, then click on the **Add/Create New Party** hyperlink.

4. How should the business/last name be entered?

5. When would you add/create a new party?

➡ Click on the **Back** button, then click on the **Browse** hyperlink.

6. Why would you need to browse and verify the PDF file before attaching in the filename field?

7. What are some of the items that the Court quality assures (checks for) in CM/ECF filings?

➡ Click on the **Back** button, then click on the **PDF File** hyperlink.

8. To which procedure does this hyperlink refer you?

➡ Click on the **Back** button, then click on the **Attach** hyperlink.

9. Under what circumstances does one attach documents?

➡ Click on the **Back** button, then click on the **Refer** hyperlink.

10. What does “refer” mean?

11. Give at least one example.

➡ Click on the **Back** button, then click on the **Notice of Electronic Filing** hyperlink.

12. To which procedure does this hyperlink refer you?

13. What exactly is the Notice of Electronic Filing?